October 20, 2013

Mr.Moses Hampton

Talbot Thingamajig, Inc.

4618,William Flynn hwy.

Allison Park, PA 15101

Dear Mr. Hampton

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of company in India. I chose to study India in my training because, I am from India and all my parents and my grandparents were born in India, so I would like to learn little bit more about my home country.

Over the course of the next 7 ½ weeks, I expect to learn about India’s culture, food, business etiquette and some Important phrases in Hindi. Having this knowledge will help me understand the culture of India and would help me understand a little about the neighborhood where I have to live in and where to open a branch of our company.

Lastly, I think I would be a great addition to this team because already know a little about India since I am from India and have knowledge about all the different cultures of India. I am also a very responsible, hardworking person, and I also don’t get off task very easily and I make sure the task at hand is complete before anything else.

Thank you for your time and consideration. I took forward to hearing for you soon.

Sincerely,

Ashish Saragadam

Apt#121 Shetland place Allison Park, PA

Allison Park, PA, 15101